

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



December 28, 1988

ALL-COUNTY LETTER NO. 88-163

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY STAFF DEVELOPMENT OFFICERS

SUBJECT: STAFF DEVELOPMENT REGULATIONS

Counties recently received revised Manual of Policies and Procedures (MPP), Division 14, Staff Development regulations which were effective on December 1, 1988. The revised regulations provide for all County Welfare Department (CWD) staff to be treated under the same guidelines for in-service and out-service training and bring State regulations into compliance with Federal regulations. Costs which are now allowable as a staff development cost include:

1. Travel and per diem for trainees attending part-time out-service training; and
2. Salaries and benefits of trainees in all functions attending initial induction training of five or more days.

Instructions and information provided in this letter relate to time study requirements, types of costs allowable as staff development costs, and claiming procedures for staff development. This letter is divided into two parts: Part I provides time study instructions for the DFA 50, Staff Development Time Study; Part II provides instructions on claiming the allowable costs. A matrix summarizing the allowable staff development costs for trainees attending various types of training is provided as an attachment. This letter supercedes All-County Letters Nos. 79-37, 81-32, and 82-104.

Part I - Time Study Instructions

A. Staff Required to Time Study

The following staff are required to complete the DFA 50 time study:

Trainers, their first-line supervisors, and administrative staff who perform the specific staff development activities listed below in B.

B. Time Study Activities on the DFA 50

1. The following activities are recorded on the DFA 50 time study:

Planning, course design, needs assessment, course preparation, training, monitoring, and evaluation.

- a. These activities can be identified to one of three levels:

1. To a specific program if the training is related to the program;
2. To function-general if the training relates to the functional area, but not specifically to one program; or, if the trainees are all within one function;
3. To generic if the staff development activities cannot be identified to a specific program or function.

2. Administrative activities performed by staff development time study staff, e.g., preparing the staff development office's annual budget, should be recorded as nonallocable on the DFA 50.

C. Staff Who Do Not Complete a DFA 50

1. The following staff do not complete a DFA 50 time study even though their salaries are claimed in the staff development cost pool:
 - a. Clerical and administrative staff assigned to the staff development office who perform activities which are in support of the staff development office but not the activities listed in B. above; and,
 - b. Second-line supervisors assigned 100 percent to the staff development office.

2. Trainee Time Study Requirement

Counties frequently ask where trainees time study while in training. The response to this question is determined by the cost pool in which the trainee's salary for the training will be reported. However, under no

circumstances would trainees complete the DFA 50 as only trainers and other staff assigned to the staff development office complete the DFA 50.

If the trainee's salary and benefits are charged to the staff development cost pool (see Part II, D.), the trainee does not complete his/her regular time study. For example, an eligibility worker (EW) attends initial induction training during the first two weeks of the time study month. Since the salary and benefits for these two weeks are claimed as a direct trainee cost in the staff development cost pool, the EW will not report any hours on the Eligibility and Nonservice Time Study (DFA 43) for the training time.

If the trainee's salary and benefits are not charged to staff development, the training time is recorded on his/her regular time study. For caseworkers, if the training relates to a specific program on the time study, the time should be identified to that program. For example, a Food Stamp EW attends continuing training concerning the implementation of new Food Stamp regulations; the hours in training would be identified to the Nonassistance Food Stamp Program. If the training does not relate to a specific program area, the time should be recorded as nonallocable. For example, an Aid to Families with Dependent Children (AFDC) EW attends a four-hour class on stress management; since the training does not relate specifically to the AFDC Program, the time would be recorded as nonallocable.

For clerical or administrative staff, if the training relates to a program, the training time is recorded to the trainee's time study level specified in the County's approved Annual Time Reporting Plan (ATRP). If support staff attend training which does not relate to a program, such as stress management, the time would be recorded as nonallocable.

Part II - Allowable Costs/Claiming Instructions - DFA 325.1 - Allocable Staff Development Costs

A. CWD Personal Services - Line T

Salaries and benefits are reported in this category for trainers, first-line supervisors of trainers, training coordinators, and administrative and clerical support staff assigned to the staff development office. Salaries and benefits of trainees are not reported in this category.

1. Salaries and benefits of the above staff may be charged to the staff development cost pool only if the staff person is assigned to the staff development office and is under the supervision of a full-time staff development officer. Counties that do not have a full-time staff development officer may consider the Chief of the State Department of Social Services' Training Bureau to be the full-time staff development officer. Staff must be performing or supporting staff development activities which are included in the County's Annual Training Plan, as specified in MPP Section 14-400.
2. Salaries and benefits for staff assigned to perform staff development training on a part-time basis may be claimed as a staff development cost if the staff person is included in the County's Annual Training Plan, as specified in MPP 14-420. The salary and benefits for non-staff development time must be charged to the allocable casework cost pool or allocable support staff cost pool, as appropriate.
3. Salaries and benefits for part-time clerical and administrative staff must be allocated between the staff development cost pool and the allocable support staff cost pool.
4. Salaries and benefits of second-line supervisors may be charged to staff development only if the person is assigned full-time to staff development. If not assigned full-time, the entire salary and benefits should be charged to the allocable support staff cost pool in accordance with the County's approved ATRP.

B. CWD Operating Costs - Line U

Costs reported in this category include all overhead costs of operating the staff development office. This includes:

1. Costs for teaching supplies, teaching material and equipment, postage, travel and per diem of CWD training personnel, and the operation of the staff development office's library.
2. Rental and lease costs of space required for staff development may also be claimed if the space is not a part of the CWD complex.

C. Purchase of Services - Line V

Costs reported in this category are for the development or provision of in-service training from private consultants and/or educational institutions. In-service training is training provided by the CWD staff development office or by an organization under contract with the CWD. Only contracted costs for in-service training are reported in this category.

1. Costs for consultant services are limited to salaries and benefits, travel, and per diem.
2. Costs for educational institutions are limited to salaries, benefits, and travel of instructors; clerical assistance; and, teaching materials which may include equipment and books for the trainers.

D. Direct Costs of Trainees - Line W

Costs reported in this category are costs incurred by trainees for in-service and out-service training. These costs include:

1. Salaries and benefits for trainees attending initial, induction training of at least five consecutive days. Induction training, which is provided for newly hired staff, is defined as in-service basic training on the duties and procedures associated with the trainee's function. Induction training may also be provided to staff who have been promoted or transferred to a new function.
2. Salaries and benefits for trainees attending full-time out-service training for four or more consecutive weeks. Out-service training is defined as training developed or conducted by an agency outside of the CWD to which the CWD authorizes staff attendance. Out-service training is not performed under contract.
3. Stipends, dependency allowance, travel, per diem, registration fees, tuition, books, and educational supplies in accordance with the criteria specified by MPP 14-211 and 14-212.

E. Unallowable Staff Development Costs

Costs which are not allowed as staff development costs under Division 14, but which are otherwise allowable, must be claimed as administrative costs in the appropriate allocable support cost pool, or as a program cost.

These costs include:

1. Salaries and benefits of first-line supervisors performing normal supervision of staff. From time to time, Counties have requested permission to charge a first-line supervisor's salary and benefits as a staff development cost for time spent in the supervision of new staff who are receiving an extended period of on-the-job training (OJT). Supervision of staff in OJT is not a staff development activity; the supervisor's salary and benefits remain in the casework salary cost pool.
2. Salaries and benefits of staff attending in-service continuing training. Continuing training is additional training provided to staff, subsequent to induction training, which is designed to expand their knowledge and understanding of their job and to provide information on program changes. Salaries and benefits of staff receiving in-service continuing training are charged to the appropriate caseworker or allocable support staff salary pool. However, if staff attend full-time, out-service continuing training for four or more consecutive weeks, their salaries and benefits are charged to the staff development cost pool.
3. Salaries and benefits of students hired as interns or temporary help. The salaries and benefits of these staff are charged to appropriate caseworker or allocable support staff salary pool, based on the job duties.
4. Salaries and benefits, registration fees, travel, and per diem expenses for staff attending meetings or conferences of professional organizations. The cost of attending the annual conferences of organizations such as the County Welfare Department Association or American Public Welfare Association are administrative costs. The salary and benefits of staff attending conferences should be charged to the allocable casework or support staff cost pool. Other costs for registration fees, travel, or per diem associated with attending conferences should be charged to the allocable support cost pool.
5. Training for foster parents. Counties may pay travel and per diem to foster parents attending short-term training. These are administrative costs, claimed as a direct cost to the Child Welfare Services or Adoptions Programs.

Note: Tuition or registration fees for foster parent training are not currently allowable as an administrative or staff development cost. Counties may pay these costs from County funds.

6. Training for non-CWD or contracted service provider staff. Costs incurred by the contractor for training the contractor's staff may be included as an administrative cost in the services contract.

Any questions regarding staff development costs and claiming procedures should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT L. GARCIA
Deputy Director
Administration

Attachment

cc: CWDA

ALLOWABLE CWD TRAINEE STAFF DEVELOPMENT COSTS

Type of Training	Salary & Benefits	Stipends	Dependency Allowance	Travel	Per Diem	Educational Costs
<u>In-Service</u> Induction: 5 Days or More Full-Time	X			X	X	
<u>In-Service</u> Continuing: Full-Time or Part-Time				X	X	
<u>Out-Service</u> 8 Weeks or More Full-Time	X	X	X	X		X
<u>Out-Service</u> 4 Weeks to Less Than 8 Weeks Full-Time	X			X		X
<u>Out-Service</u> Less Than 4 Weeks Full-Time and Part-Time				X	X	X
Preemployment Training		X		X		X